



APPENDIX A10

Bibliography





Administrative Office of the U.S. Courts. *U.S. Courts Design Guide*. (Washington, DC: Administrative Office of the U.S. Courts.)

Comprehensive guide to the planning and design of federal courthouses. This is a complete rewrite of the earlier U.S. Design Guide. It discusses courthouse planning issues such as spatial relationships within the courthouse, circulation patterns, furniture and finishes, security, acoustics, mechanical and electrical systems, barrier-free access, and automation considerations. Each area of the courthouse is discussed, and sample courtroom floor plans are shown. Special situations are also covered, including renovation, use of leased space, courts in a multi tenant building, historic buildings, and multistory buildings. There is also a discussion of life-cycle costs, which covers the trade-offs between the initial investment and long-term cost economies.

Although intended for use by the federal court system, the guide is valuable for many state and local general trial courts, especially in mid-size communities with three to ten judges. Many of the issues covered by the guidelines would not apply to many special jurisdiction courts, such as traffic, juvenile, or misdemeanor.

Alfini, James I., and Glenn R. Winters, eds. *Courthouses and Courtrooms: Selected Readings*. (Chicago: American Judicature Society, 1972.)

Although more than twenty-five years old, this collection of articles contains a number of worthwhile readings that remain quite timely. Here are discussions of the traditional courtroom design and an exploration of the rationale for innovative designs, such as the "courtroom in the round." The article by Sym Van der Ryn, "An Analysis of Courtroom Design Criteria," explores the factors in the courtroom that affect the vision of the participants.

Bucklen, Mary Kegley, and Larrie L. Bucklen. *County Courthouses of Virginia: Old and New*. (Charleston, WV: Pictorial Histories Publishing Company, 1989.)

Excellent brief histories of each of Virginia's county and city courthouses. Current and historic photos of each courthouse are included.

Burns, Robert P. *100 Courthouses: A Report on North Carolina Judicial Facilities, vols. 1 and 2*. (Raleigh, NC: Administrative Office of the Courts, 1978.)

Volume 1 contains discussions on court facility planning and design guidelines for North Carolina's courthouses. There is also a chapter on financing of courthouse construction projects, which covers many financial issues that are just as applicable to other jurisdictions.

Volume 2 is a comprehensive inventory of North Carolina's courthouses.

***Colorado Judicial Facilities, Annual Report*. (Denver: Office of the State Court Administrator, 1990.)**

Prepared annually, the report contains planning and design guidelines for Colorado's courts, a county-by-county inventory of court facilities, a summary of space needs in each county, and staffing projections for each county.



County Jail Services Unit, Michigan Department of Corrections. *Construction Handbook for Jails and Lockups.* (Lansing: Michigan Department of Corrections, 1998.)

This handbook provides Michigan Counties with consistent information for constructing or renovating jails and lockups.

County Jail Services Unit, Michigan Department of Corrections. *Administrative Rules for Jails and Lockups.* (Lansing: Michigan Department of Corrections, 1998.)

This handbook details the administrative rules established by the Michigan Department of Corrections for the operations of jails and lockups.

***Court Facilities Study of the Commonwealth of Pennsylvania, vols. 1-5.* (University Park: Department of Architecture of the Pennsylvania State University, 1980-82.)**

This comprehensive inventory and evaluation of all of Pennsylvania's courthouses is an excellent source of information for those seeking further information on evaluation criteria and court facility standards. Each courthouse was evaluated on its space allocation, environmental comfort, handicapped accessibility, general convenience and accessibility to the public, use of signage, functional adjacency, historical significance, security and safety, records and information management, and growth flexibility. The publication lists space guidelines for each area of the courthouse and provides recommended illumination levels, temperature and ventilation criteria, and noise levels.

Court Services Division, Los Angeles County Sheriff's Department. *Construction Requirements for Superior and Municipal Court Facilities.* (Los Angeles: Los Angeles County Sheriff's Department, 1988.)

This is a design manual that specifies minimum security standards that must be met whenever new court facilities are constructed in Los Angeles. The standards are a compilation of materials gained from many sources, including applicable codes enforced by the California State Board of Corrections, the L.A. County Health Department, the city and county fire departments, and the city and county building departments. Areas covered include lockups and holding cells, officers' waiting rooms, security and information booths, sheriff's offices in the courthouse, offices for court service officers, court liaison officers, and courtrooms.

Craig, Lois et al. (Federal Architecture Project). *The Federal Presence: Architecture, Politics, and Symbols in United States Government Buildings.* (Boston: MIT Press, 1978.)

A photographic essay providing a complete history of American national buildings, such as post offices, courthouses, and customhouses, from the founding of the country to the 1970s.

***A Courthouse Conservation Handbook.* (Washington, DC: Preservation Press, 1976.)**

The handbook was a project of the National Trust for Historic Preservation in cooperation with the National Clearinghouse for Criminal Justice Planning and Architecture and was prepared for use at the National Conference on Historic Courthouses held March 31-April 2, 1976, St. Louis, Missouri. One of the few references pertaining to the preservation and renovation of historic courthouses.



Ehrenkrantz Group, Sobel, Walter, FAIA, and Stevens Architects. *Maine Court Systems Facility Study*. (Portland, ME: Legislature of the State of Maine and the Maine Criminal Justice Planning and Assistance Agency, 1977.)

An inventory and evaluation of Maine courthouses.

Greenberg, Allan. *Courthouse Design: A Handbook for Judges and Court Administrators*. (Chicago: American Bar Association, Commission on Standards of judicial Administration, 1975.)

The book explores the process of creating a new courthouse. Greenberg discusses the architect-client relationship, reviews various states of the preparatory phase, and analyzes the basic characteristics of the modern courthouse. A testing procedure to evaluate courtroom performance and a discussion of security are included, as well.

Greenberg, Allan, "Selecting a Courtroom Design," 59 *Judicature* 422 (1976).

In this article, Greenberg argues the importance of symbolism in the courtroom layout. He believes that a serious consideration of the unique set of relationships present in the United States judicial system should serve as a prerequisite for the evaluation of courtroom layout.

Hardenburgh, Don, Michael Griebel, Robert Tobin, and Chang-Ming Yeh. *The Courthouse: A Planning and Design Guide for Court Facilities*. (Williamsburg, VA: National Center for State Courts, second edition 1998.)

An authoritative guide to the planning and design of new or renovated state court facilities.

Hurst, Hunter, with Hunter Hurst, IV and Lori P. Adamcik. *Shaping A New Order In The Court: A Sourcebook for Juvenile and Family Court Design*. (Pittsburgh, PA: National Center for Juvenile Justice, 1992.)

This work identifies major design issues for juvenile and family court facilities and provides guidance in addressing these issues.

Jordan, Robert H., and J. Gregg Puster. *Courthouses in Georgia*. (Norcross, GA: Harrison Company, 1984.)

This is a photographic essay of Georgia's county courthouses. Each entry contains a current photograph and history of each courthouse. A list of Georgia's courthouses on the National Registry is included, as well.

Kimme, Dennis A. et al. *Small Jail Special Issues*. (Champaign, IL: Kimme Planning and Architecture, 1986.)

This pamphlet contains nine issue papers, each regarding a planning issue identified as problematic. Some of the issues covered are lawsuits and liability, operation costs, modes of supervision, transition planning, maintenance, and using an architect.



Kimme, Dennis A. et al. *Small Jail Design Guide: A Planning and Design Resource for Local Facilities of up to 50 Beds.* (Champaign, IL: Kimme Planning and Architecture, 1986.)

The guide was a product of a National Institute of Corrections grant and represents an excellent example of facility guidelines in an area different from courthouse design. It identifies and describes issues and architectural considerations that directly assist the development of an efficient and functionally effective jail design. This book contains a concise chapter on the nature and importance of planning and a chapter on major design considerations, such as site selection, image and appearance, law enforcement interface, security perimeter, and the effect of staffing on design. While the functional areas have little application for courthouse design, the guide is included because of the similarity in the planning process, the complexity of the design issues related to both jails and courthouses, and the need for close interface between the two types of facilities.

King, Jonathan, Ernest O. Moore, and Robert E. Johnson. *The Michigan Courthouse Study, vols. 1-7.* (Ann Arbor: Architectural Research Laboratory, University of Michigan, 1981.)

Prepared for the Judicial Coordinating Committee of the Supreme Court of the State of Michigan, these seven volumes summarize the results of a two-year inventory and evaluation of Michigan court facilities by the Architectural Research Laboratory of the University of Michigan's College of Architecture and Urban Planning. Volume 1 contains statistical evaluations and guidelines for the design of court facilities. Volumes 2 to 7 contain photographs and plans of each building in which a Michigan state court is located.

Kitchell CEM. *More for Less: Jail Construction Cost Management Handbook.* (Sacramento, CA: Board of Corrections, 1987.)

This handbook was designed for use by local governing bodies in California in planning for the construction, renovation, or remodeling of jail facilities. It provides the administrator with a tool to ensure that such projects are initiated and completed in a timely manner and are cost efficient. Although designed for jails, because of the complex nature of jails many of the same concepts and techniques apply equally to courthouse renovation or construction. Among the topics discussed are the facility development process; need for reassessment studies; master planning; the architectural program; schematic design phase; design development; construction documents; and construction. This is not a book that describes the features of a jail, but one on how to manage a complex construction project that will serve just as well in the construction of court facilities.

McMahon, James L., project director. *Court Security: A Manual of Guidelines and Procedures.* (Washington, DC: National Sheriffs Association, 1978.)

McMahon examines a wide range of security issues, including records preservation, fire protection, and prisoner security and suggests architectural, manpower, and equipment solutions. The manual also contains design guidelines and a building security checklist.

Moore, Ernest, ed. *Nebraska Courts: Standards and Facility Planning Guidelines.* (Lincoln, NE: State Court Administrator's Office, 1987.)

Written at the request of the Nebraska Supreme Court, this book contains a list of standards for courthouses, courtrooms, and ancillary facilities. The book also includes facility-planning guidelines, a list of typical court facility problems, and checklists for analyzing and evaluating space management.



National Center for State Courts. *Virginia Courthouse Facility Guidelines.* (Richmond, VA: Judicial Council of Virginia, 1987.)

This was designed as a planning and design guide to be used by local trial court managers and judges for locally funded trial courts. Included are planning procedures; general planning considerations, such as site selection, parking, circulation, handicapped access, information and signage, building codes, and security; and functional and space standards for each office and space in the courthouse.

National Clearinghouse for Criminal Planning and Architecture. *District of Columbia Superior Model Courtroom Evaluation.* (Champaign: University of Illinois, 1976.)

A hard-to-find but important document that presents the results of the research done for the design of the D.C. Superior Court model courtroom-in-the-round. Conducted by the National Clearinghouse, the evaluation tested not only the design criteria for the circular courtroom, but also the use of sophisticated audiovisual equipment for the recording of courtroom proceedings and displaying evidence. The results of the testing and survey of participants gave the circular model courtroom a favorable rating and led many others during the late 1970s and early 1980s to adopt the design.

National Clearinghouse for Criminal Planning and Architecture. *Guidelines for the Planning and Design of State Court Programs and Facilities.* (Champaign: University of Illinois, 1976.)

These are a series of monographs on courthouse and courtroom reorganization and design. This comprehensive study, characterized by innovative planning ideas, covers all physical aspects of judicial facilities. The guidelines are organized in six volumes, with each section published as a separate monograph. Each monograph begins with a general discussion of principles and policies and ends by presenting corresponding design guidelines. Sketches and diagrams accompany the text, and alternative plans are presented to provide the reader with a number of architectural possibilities. Monograph B4, "Trial Court Management," covers the management and planning problems of a trial court facility. Some of the issues covered are judicial management, information management, jury management, court-reporting management, and staffing and equipment decisions. B8, "Clerk of Court," covers such topics as work flow operation, record storage and filing, and design of the clerical work area. C4, "Grand Jury Complex," presents a variety of design possibilities for the grand jury complex, including reception areas, witness waiting areas, grand jury room, lounges, and attorney/client conference rooms. D3, "Appellate Defender Office," suggests several possible plans for this office and supporting staff offices. D4, "Trial Defender Office," covers background information, including the scope of representation and offers a discussion of delivery systems, the issue of full-time versus part-time staff, and information management. The monograph also provides a number of design possibilities for the components of the trial defender office. E1, "Juvenile and Family Court Systems Overview," provides information on the background, philosophy, history, structure, administration, and operations of juvenile and family courts.

Office of the State Court Administrator. *Facility Plan, 1990-1995.* (Hartford, CT: Judicial Department, State of Connecticut, 1989.)

A comprehensive list of Connecticut court facilities and facility projects.



Panero, Julius, and Martin Zelnik; AIA, ASID. *Human Dimension and Interior Space: A Source Book of Design Reference Standards*. (New York: Watson-Guipill Publications, 1990.)

This is a comparative overview of anthropometrics, the study of human body measurements on a comparative basis, which is applicable to the design process because of the interface of the human body and interior spaces. The book consists of three sections. The first describes the theory and application of anthropometrics. The second contains illustrated anthropometric tables. In the third section, hundreds of dimensional drawings illustrate the proper relationship between the user and space.

Pare, Richard, ed. *Court House: A Photographic Document*. (New York: Horizon Press, 1978.)

This largely photographic book relates changes in judicial policy to changes in architectural style. Pare presents a chronological series of illustrations and explanations of architectural styles as they appeared in courthouse architecture. The book also includes a discussion of the functional differences between courthouses in rural and urban areas.

Sobel, Walter, FAIA, and the Vaughn Organization, P.C. *Court Facility Guidelines, State of New Jersey*. (Trenton, NJ: Administrative Office of the Courts, 1989.)

Offers guidelines to state and local facility planners and court managers for the planning and design of courthouses. It opens with discussions on building design objectives and issues related to courthouse planning. Topics include acoustics, building code compliance, efficiencies, expansion and flexibility, image, location, parking, sectoring, security, and technology. Space and functional criteria are recommended for each of the spaces found in courthouses, and there is a chapter listing potential funding sources. Among the funding sources covered are general obligation bonds, revenue bonds, property tax increases, sales tax, public building authority, lease-purchase agreements, user fees, and funding for historic preservation. Sample courtroom and judges' chambers floor plans are included, as well.

Thomas, Michael F. *Courthouse Security Planning: Goals, Measures, and Evaluation Methodology*. (Columbia, SC: Justice Planning Associates, Inc., 1991.)

The past twenty years has seen the emergence of court security as a major element affecting court design. The present work seeks to update earlier efforts at court security planning and provides local jurisdictions, court planners, and security professionals with a comprehensive and systematic approach to courthouse security planning. Chapter 1 identifies specific measures of court security in terms of primary and secondary goals. Chapter 2 describes the relative importance of specific measures that can be used in evaluating security conditions, Chapter 3 provides a means of applying these measures of courthouse security to evaluation of specific facilities. This monograph may be obtained by contacting Justice Planning Associates, P.O. Box 2843, Charleston, SC 29202.

Thornton, Marlene, Robert W. Tobin, and David C. Steelman. *New Jersey State Financing of Court Facilities*. (North Andover, MA: National Center for State Courts, Northeastern Regional Office, 1989.)

Good summary of court facility financing methods. The monograph provides an overview of some basic steps in state-level funding of court facilities, including methods used to finance public



buildings; provides information on approaches taken by state governments that have assumed full funding for court facilities; and reviews various facility financing options applicable to New Jersey.

University of Michigan Law School. *The American Courthouse: Planning and Design for the Judicial Process*. (Ann Arbor, MI: Institute of Continuing Legal Education, 1973.)

A historical though now somewhat dated publication that sets forth standards and planning procedures for the construction and renovation of mainly local and state courthouses.